



**COUNTY OF TUOLUMNE  
REQUEST FOR QUALIFICATION**

**ENGINEERING/ARCHITECTURAL SERVICES  
AND  
PLANNING/ENVIRONMENTAL SERVICES  
AT THE  
TUOLUMNE COUNTY AIRPORTS**

**RFQ Release Date:**

**October 29, 2014**

**RFQ Submission Deadline:**

**December 4, 2014 at 3 PM**

**RFQ Submission Address:**

**Daniel Richardson, Deputy CAO  
County Administrator's Office  
2 South Green Street  
Sonora, CA 95370**

## I. REQUEST FOR QUALIFICATIONS

Tuolumne County (County) is requesting qualifications for the performance of consulting aviation professional services at the Tuolumne County Airports to perform planning/environmental and/or engineering/architectural, work. The County periodically issues a request for qualifications (RFQ) to select a qualified aviation consulting firm(s).

This document is intended to provide interested consultants with sufficient information to prepare and submit a proposal for consideration by Tuolumne County.

- A. All inquiries regarding the RFQ process, proposal submissions and scope of work should be directed to:

Benedict Stuth, Tuolumne County Airport Manager  
10723 Airport Rd  
Columbia, CA. 95310  
(209) 533-5685  
bstuth@co.tuolumne.ca.us

- B. Completed proposals must be submitted to the Tuolumne County Administrator's Office by no later than 3:00 p.m. on Thursday, December 4, 2014.
- C. Proposals must provide the requested information as described in this RFQ. The signatures of all persons signing shall be written in longhand. Proposals not submitted in the manner prescribed herein will not be considered.
- D. Mistake corrections must be initialed in ink by the person signing the proposal.
- E. Alternate proposals will not be considered.
- F. The County Purchasing Agent reserves the right to reject any or all proposals or to waive any informalities or minor irregularities in connection with proposals received.

## I. INTRODUCTION

### A. GENERAL

The County of Tuolumne owns and operates both the Columbia (O22) and Pine Mountain Lake (E45) Airports.

Columbia Airport, a NPIAS general aviation airport, has two runways at an elevation of 2,120 feet. The main runway 17/35 is 4,673 feet long containing a displaced threshold off Runway 17 of 598 feet and a displaced threshold off Runway 35 of 384 feet. The crosswind turf runway 11/29 is 2,607 feet long with no displaced thresholds.

Pine Mountain Lake Airport is a non-NPIAS General Aviation Airpark. At an elevation of 2,933 feet, the single runway 9/27 is 3,624 feet.

## II. PROGRAM DESCRIPTION/SCOPE OF WORK

### A. GENERAL

The County of Tuolumne will retain the professional services of a qualified airport consulting firm, or combination of firms, for a five-year period, to assist the County in the performance of the following tasks:

- Assist in the preparation and development of Airport Capital Improvement Programs (ACIPs).
- Coordination with the Federal Aviation Administration (FAA) in grant proposals, performance, and closeout.
- Coordination with the FAA in re-admitting Pine Mountain Lake to the NPIAS.
- Project planning; associated design/engineering; airfield hydrology; airfield civil and electrical engineering for ACIP projects, including aircraft parking aprons, taxiways, runways, airfield marking, airfield signage and lighting, hangar rehabilitation, airfield drainage, and other tasks as assigned.
- Airport Master Planning and Comprehensive Land Use Studies.
- Airport Economic Development.
- Environmental Studies, assessments, and reports, to include requirements of CEQA, NEPA, and all associated regulations, including the ability to represent the county airports in discussions with regulatory agencies.
- Miscellaneous airport planning, engineering, and architectural consulting support services as may be required from time to time by Tuolumne County. These services may include representing the airports in discussions with governing bodies and regulatory agencies regarding the airport work program, grant requirements, airport grant eligibility, and project documentation.

As part of the services, the consultant(s) will be required, beginning on the effective date of official selection, on an as needed basis, for up to five years, to perform such related activities as development planning, engineering studies, preparation of federal applications, engineering design work, preparation of contract plans and specifications, construction management, and contract administration. Fees will be determined through negotiations at the time a service is needed.

All projects at the airports will be funded by a combination of FAA and local funding, and are expected to be accomplished over the course of several grant projects.

While there are no immediate projects that are currently being executed at the Tuolumne County Airports, Tuolumne County has banked its entitlements for the past four years and will begin an airfield improvement program through the ACIP beginning this calendar year. Presentation to the FAA of the ACIP is expected in November of 2014 and grants will be pursued for subsequent planned years.

An Airport Capital Improvement Plan has been submitted to the FAA for both airports; however, it is subject to modifications to include new airfield projects as mentioned before.

One of the projects submitted in the Columbia Airport ACIPs is updating Columbia Airport's Airport Layout Plan Set following the most current San Francisco Airport District Office guidelines. This project will be elevated to an Airport Master Plan. Most other upcoming projects will be for pavements.

The Pine Mountain Lake Airport is currently ineligible for AIP grant funding until the residential through-the-fence (RTTF) issue is resolved. If the Pine Mountain Lake Airport becomes eligible for AIP grant funding during the term of the services agreement, the consultant will be expected to provide services for the Pine Mountain Lake Airport in addition to Columbia Airport. However, consulting services may be required for Pine Mountain Lake when working with the FAA in resolving the RTTF issue.

The selection of the airport consultant will follow the FAA's Advisory Circular 150/5100-14D, Architectural, Engineering, and Planning Consultant Services for Airport Grant Projects. Services will be divided into two different disciplines, the first being engineering/architectural, and the second being planning/environmental. Respondents are invited to respond to either one or both disciplines.

Services are limited to those projects which can be reasonably initiated within five (5) years of the date the contract is signed with the Firm. The County reserves the right to initiate additional procurement action for any of the consulting/engineering/planning/and/or architectural services included in its initial procurement.

The services under this RFQ are limited to those projects that can reasonably be expected to be initiated within the five years following January 1, 2015, and the execution of a five year services agreement.

The fee for services will be established at the time those services are needed. A fee estimate shall be performed for each project that is executed. If a fee cannot be agreed upon between the County and the consultant, then negotiations are terminated with that consultant. If

negotiations with the Firm first selected are not successful, negotiations may be initiated with the Firm given second preference. This procedure may be continued with the other Firms in sequence of ranking selected by the County until a mutually satisfactory agreement has been negotiated.

Funding for individual consulting aviation professional services under this RFQ is expected to be provided through individual Federal Aviation Administration AIP grants and other sources.

### III. PROPOSAL CONTENT/FORMAT & SUBMISSION

#### A. PROPOSAL CONTENT/FORMAT

1. Proposals shall contain sufficient information for the County to determine which offeror will be selected for a follow-up interview. The proposal shall include the following information:
  - a) Furnish the name, complete mailing address, telephone number, and e-mail address of the contact person for your proposal.
  - b) State whether or not an RFQ is being submitted for one or both disciplines.
  - c) Furnish a brief history of the firm. How long has the firm been in business, approximately how many employees and their qualifications? Provide names and resumes of the key personnel who will be assigned to provide services.
  - d) Describe the firm's qualifications and experience and knowledge of FAA regulations, policies and procedures and Advisory Circulars in relation to providing the services covered by the proposal.
  - e) Provide a list of clients for which the firm has provided services of the type covered by this proposal, and the name, address, and telephone number of a representative of each client whom the County may contact.
  - f) The names and addresses of any clients of the firm who have made claims against the firm within the last five years alleging that the firm breached a contract for services or was negligent in performance of services. Describe the nature and current status of the claims. Claims should be

fully disclosed regardless of whether they involved litigation, arbitration or other formal dispute resolution process.

- g) If the firm intends to subcontract any services to other consultants, the proposal shall identify those consultants and describe the consultants' experience in providing the services.
- h) Describe current workload and ability to meet schedules and timelines.
- i) Describe the interest you have in undertaking the project and your familiarity with, and proximity to both the Columbia and Pine Mountain Lake Airports.
- j) A signed letter by authorizer person shall be submitted with each copy of the proposal. This letter establishes the authority to submit a system proposal makes the proposal binding for sixty (60) days from the date of its receipt by the County and establishes the proposer's understanding of and agreement with all of the terms and conditions contained in this RFQ.

B. PROPOSAL SUBMISSION

- 1. Submit four (4) copies of the RFQ submission no later than the date and time specified on Page 1 of this RFQ. Offerors who mail proposals should allow extra mail delivery time to ensure timely receipt of their proposals. Late or postmarked proposals will not be accepted.
- 2. All proposals shall be submitted in a sealed envelope which is clearly marked as follows:

**“RFQ FOR AIRPORT CONSULTING SERVICES AT THE  
TUOLUMNE COUNTY AIRPORTS”**

- 3. The County will not accept fax, email, or telephone proposals.
- 4. All proposals, whether selected or not, shall become the property of Tuolumne County.
- 5. The cost of preparing the proposal shall be borne by the proposer.

#### IV. PROPOSAL EVALUATION AND AWARD

##### A. PROPOSAL EVALUATION

1. An evaluation committee will review each of the RFQ submissions using the following criteria:

<b>Evaluation Criteria</b>	<b>Maximum Points</b>
Key personnel's professional qualifications and experience and professional integrity and competence and knowledge of FAA regulations, policies and procedures.	20
Demonstrated ability to meet schedules or deadlines.	20
Capability of performing projects at the Tuolumne County Airports and recent experience in airport projects.	20
Prior claims against the offeror.	20
Degree of interest shown in entering into a contract with the County, and familiarity with and proximity to the geographic location of the project.	20
<b>Total points</b>	<b>100</b>

2. After the evaluation of the RFQs is completed, selected firms may be invited for a follow-up interview to further elaborate on their proposals. After the follow-up interviews are completed the selection committee will make a recommendation on the most suited proposer for each discipline. The Board of Supervisors for Tuolumne County will make a final decision on award of a 5 year agreement for the respective discipline(s).

##### B. AWARD

1. The County will select the firm which, in the sole judgment of the County, best accomplishes the desired results pertaining to the respective discipline(s).
2. All offerors not selected will be notified of the County's selection within 5 working days of selection. If there is a disagreement with the County's selection, a protest may be submitted within five working days of the date of notification to the Tuolumne Office of the County Counsel. A written response will be issued for all protests made by offerors.
3. Final selection will be subject to negotiation and execution of an acceptable 5-year agreement for services

